

CAPS Plant Growth Facility

Best Practices Violation Report

Date/Time of Incident: _____ Location of Incident: _____

Offending Party: _____ P.I. _____

Violation
Details:

Reported By: _____ Date: _____

Infraction:

- Minor
- 1st violation Written warning report to PI
- 2nd violation Above plus Mandatory meeting with Greenhouse Superintendent
- 3rd violation Above plus Mandatory meeting with Greenhouse Superintendent, CAPS Program Manager and PI.
- 4th violation Written warning report to PI and CAPS Director. Mandatory meeting with PI and CAPS Plant Growth Facility Committee to determine course of disciplinary action.

- Major
- 1st violation Written warning report to PI. Mandatory meeting with Greenhouse Superintendent and PI.
- 2nd violation Written warning report to PI. Mandatory meeting with PI and CAPS Plant Growth Facility Advisory Committee.
- 3rd violation Written warning report to PI and CAPS Director. Mandatory meeting with PI and CAPS Director.

Reviewed By: _____ Date: _____

Comments: